

# Excel 2007

---

## Contents

Course Objectives Excel 2007 Level 1 Classes 1 and 2.....	2
Target Student .....	2
Prerequisites .....	2
Upon successful completion of this course, students will be able to:.....	2
Course Objectives Excel 2007 Level 2 Classes 3 and 4.....	2
Target Student .....	2
Upon successful completion of this course, students will be able to:.....	2
Course Objectives Excel 2007 Level 3 Classes 5 and 6.....	2
Target Student .....	2
Prerequisites .....	3
Upon successful completion of this course, students will be able to:.....	3

## Course Objectives Excel 2007 Level 1 Classes 1 and 2

**Target Student:** This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Upon successful completion of this course, students will be able to:

- create a basic worksheet by using Microsoft Office Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- format a worksheet.
- print the content of an Excel workbook.
- manage an Excel workbook.

## Course Objectives Excel 2007 Level 2 Classes 3 and 4

**Target Student:** The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web. In addition, this course helps prepare students who desire to take the Microsoft Office Specialist exam in Excel and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

**Prerequisites:** Before starting this course, students are recommended to take the following Element K course or possess equivalent knowledge: Microsoft Office Excel 2007: Level 1.

Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

## Course Objectives Excel 2007 Level 3 Classes 5 and 6

**Target Student:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data. Continuing study of Excel is required to take the MCAS exam.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft® Office Excel® 2007 Level 1
- Microsoft® Office Excel® 2007 Level 2

**Upon successful completion of this course, students will be able to:**

- increase productivity and improve efficiency by streamlining your workflow.
- collaborate with others using workbooks.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- use Excel with the web.